

Motion Number 20100128

Name	Maker	Second	Aye	Nay	Abstain
Bird		X	X		
Hanavan	X		X		
Murphy			X		
Cunliffe			X		
Dimon			X		
Neumayer			X		
Phillips			X		

Title: Check Writing Policy

Text of Motion:

At the last reunion, we made a commitment to the members to review our policies and Crew Duties to ensure that they are consistent with the By Laws. The current "Check Issuing Requirements SOP" is outdated. We have been replacing SOPs with Crew Duties and Policies for several years and have not gotten around to this one.

I have rewritten the SOP as a Policy and made changes to bring the contents in line with the By-Laws and current procedures. Mike reviewed the Policy for me before submitting it to the Board for review and approval.

Therefore, I move that the attached "Policy on Check Writing" (as amended by discussion) be approved. It replaces the old SOP.

Rationale or explanation:

The current "SOP" on check writing is out of date and not in line with current practice. A commitment was made to the membership to correct this situation.

Vote Result: Carried 10 February 2010

Policy on Check Writing
C-7A Caribou Association
(Approved February 2010)
Replaces SOP on Check Writing, 30 Jun 2006

Purpose: To establish the authorities for issuing checks and requirements for approving expenditures.

- The Treasurer, Reunion Planner, and Members of the Board who have signed signature cards are authorized to individually issue checks. Normally, before a check is written, a receipt, invoice and/or written, verifiable documentation of the requested amount will be provided to the approving authorities for review as a condition of approval. In unusual circumstances, verbal approvals may be permitted and a written explanation will be provided within 7 working days, for the record.
- All expenditures on behalf of the Association require prior approval, as follows: Checks under \$500, two Board members who have signature authority. Checks of \$500 and above require a motion of the Board.
- Payments will be made directly to the vendor or provider of goods or services whenever possible. The check writer will provide an email to the Board stating the amount, purpose, and the names of the authorizing Board members. Receipts, invoices, and verifiable documentation for goods or services will be kept as permanent records in both the secretary's and treasurer's files, as specified in the *Policy on Permanent Records*.
- A separate account may be established for reunions. Expenditures for reunions are funded by prepayment specifically for that event; checks written at the reunion for amounts under \$500 may be issued with approval of 2 members with signatory authority; checks \$500 and above may be issued by the Treasurer or reunion planner with the approval of the President or COB. Receipts, invoices and verifiable documentation for reunion related expenses will be provided for the records.